

Community Supervision Standards Juvenile Justice Authority State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. CSS-03-100
	SUBJECT: FILE ARRANGEMENT	PAGE: 1 of 1
REFERENCES: K.S.A. 38-2311		DATE ADOPTED: 7/1/06 DATE REVIEWED: 12/7/06

STANDARD: Written policy, procedure and practice require that juvenile's case records shall be organized in a case file. All information included in the sections of the case file and throughout any additional sections must be in chronological order based on the date produced by the Community Supervision Officer or on the date received from collateral sources.

All records containing diagnostic and treatment provider information shall be retained in a separate medical file and marked CONFIDENTIAL.

DISCUSSION: This standardized file arrangement will allow Community Supervision Agencies to meet both state and federal audit review requirements.

For purposes of this Standard, diagnostic and treatment records include, but are not limited to, reports or documentation created by medical or treatment providers (Kan Be Healthy, Dental, Mental Health, Psychological Evaluations, etc.). This excludes pre-sentence investigation reports (PSI), case supervision plans, court reports or other similar documents containing summary diagnostic or treatment information.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.